



Town of Lexington Recreation and Community Programs

Karen Simmons, CTRS, CPRP
Director of Recreation and Community Programs

Tel: (781) 698-4800
Fax: (781) 861-2747

Town of Lexington Recreation Internship Program

The goal of the Lexington Recreation and Community Programs Internship Program is to provide an intern with the opportunity to apply information and skills obtained in the classroom to real-life working situations. The program also offers interns the opportunity to gain experience in planning, organizing, leading and evaluating various recreational programs. Furthermore, it provides the intern with a constructive review and evaluation of their skills and competencies; thus, allowing realistic direction to further professional development.

Interns will observe and assist in many of the different job aspects that public recreation agencies provide and will work with and for different supervisory staff during their internship. Specific areas the internship will focus on are:

Administration: The student will work closely with staff and will be involved with managerial and administrative functions of the department. Interns will become familiar with operating & capital budgeting, financial reporting, fiscal planning, personnel issues, payroll procedures, performance measurements, policy formation, etc.

Facility Management and Maintenance: A segment of the internship will be involved with the management of various recreation facilities: pool complex, reservoir, tennis courts, golf course, athletic fields, a fitness path, bike paths and neighborhood parks and playgrounds.

Program Planning, Development and Implementation: The intern will be involved with the many phases of programming from planning and development to delivery, supervision and evaluation. Each intern will be responsible for at least one special event or project and one program.

Publicity and Marketing: Interns will be actively involved in routine department publicity as well as exposed to the process related to advertising, customer service, social media and community relations.

INTERN'S RESPONSIBILITIES

- Understand Town departmental policies and procedures.
- Perform all duties assigned in a professional and efficient manner.
- Wear appropriate attire.
- Develop an awareness of the interests and needs of the community.
- At the time of application, notify supervisor of any extended known leaves of absence.
- Once enrolled in internship, notify supervisor of any absences in advance (if possible).
- Consult supervisor for clarification and/or direction regarding issues and procedures.
- Prepare and participate in weekly meetings with supervisor to assess internship progress.
- Submit a final evaluation of the internship to supervisor.
- Route all correspondence to supervisor. Supervisor's signature must accompany intern's signature on all correspondence.

AGENCY RESPONSIBILITIES

- Provide the intern with an orientation.
- Provide meaningful and varied experiences that will enhance intern's professional development.
- Provide direction, coaching and supervision to intern.
- Plan and organize supervised work experience that is beneficial to intern.
- Assign intern position with responsibilities similar to a new professional and in-line with the student's abilities and career goals.
- Evaluate intern's performance and provide constructive feedback.
- Evaluate the performance of the intern on the college or university evaluation form.

Working Conditions

- Interns will be assigned for a specific work schedule, for a minimum of 40 hours per week.
- Interns may be paid a stipend.
- Interns will receive an outline of their duties that relates directly to their level of time commitment and level of skill. They may be assigned to one or all of the following program areas.
- Under no circumstances will interns be solely responsible for children or for transporting participants in their own vehicle.
- Interns will be expected to attend weekly staff meetings, and will receive regular supervision.
- Each Intern must provide the Department with their college or university's internship manual.
- An intern must follow all Town and Department policies.

Evaluations

The evaluation process will be agreed upon by the intern's college or university supervisor and the Lexington Recreation and Community Programs Department.

Dismissal of an Intern

Interns who do not adhere to the rules and procedures of the agency or who fail to satisfactorily perform their assignment are subject to dismissal. No intern will be dismissed until the intern has had an opportunity to discuss the reasons for possible dismissal with the Director of Recreation and Community Programs and their college or university supervisor.

Reasons for Dismissal

Possible grounds for dismissal may include, but are not limited to, the following: gross misconduct or insubordination, being under the influence of alcohol or drugs, theft of property or misuse of agency equipment or materials, abuse or mistreatment of customers or co-workers, failure to abide by Department policies and procedures.